

**VERNON MANOR BOARD OF TRUSTEES**  
**MAY 14, 2010**

The meeting was called to order in the Conference Room of Vernon Manor at 8:30 a.m. Present were Raymond Moser, James Servais, Ole Yttri, Barbara McNeal and Nancy Witthoft, Administrator.

Affirmation of proper public notice of the meeting was given. Moved by Mr. Servais, seconded by Mr. Yttri, all voting aye by voice vote to dispense with the reading of the proceedings of the April 9, 2010 meeting and to approve the proceedings as printed.

Monthly bills were reviewed. It was moved by Ms. McNeal, seconded by Mr. Yttri, all voting aye by roll call vote to approve the bills as reviewed and authorize payment.

**Administrator's Report:**

- **Census** – Average for April was 84 residents per day. We are doing a large number of short term rehabs. This week, five (5) people will be discharging.
- **Marketing** – Normal radio and TV ads. Legislative Day and Nursing Home Week.
- **Staffing** – I have stated no overtime and we have adjusted the number of C.N.A.'s working to account for the low number of residents.
- **Union** – The union has asked to be at our next meeting to present a grievance. I will not be available on our normal second Friday. Following a discussion, the meeting date will be Thursday, June 10<sup>th</sup> at 8:30 a.m. with the union appearing at approximately 9:00 a.m. The Administrator will notify the union.
- **F Tags** – The Administrator submitted an abuse report to the state on April 15<sup>th</sup>. A surveyor was here on a family complaint and she was given the abuse report and investigated both. On the family complaint, we received an F Tag at the D level. Our concern is with the self report. The surveyor gave us a Class B because she found that the resident was abused and the incident was not reported immediately. One week later, the surveyor phoned to say that following a grid call, we will also receive 2 IJ's for the incident. This is like Monday morning quarterbacking and saying shame on you after the fact. While all this was going on, the Federal engineer came in to do a life safety look behind survey. He found we were not cite free, but hit us with 10 cites. I am waiting on the paperwork for both of these.  
Because of all this extra activity, the Administrator and Director of Nursing did not attend their spring conference.
- **Bedspreads** – The facility needs to replace the bedspreads – three quotes were reviewed – motion was made by Mr. Servais to accept the quote of \$49.99 per bedspread by Harbor Linen – second by Ms. McNeal – all voted aye.
- **Cost Reports** – Both completed for this year. Some information shared from the cost reports.
- **Chicken Q today** – Please come for lunch.
- **March Financials** We received a SPP payment for \$160,250 in March. Our loss for the year is \$49,839 or \$6.29 per resident per day.
- A discussion was held on down-sizing (4) beds (102 – 98) in an attempt to increase private pay by making more suites. Mr. Servais made a motion to downsize (4) beds and to convert (2) rooms to bariatric and (2) rooms to suites. Mr. Yttri seconded the motion and all present voted aye.

The agenda being completed, motion by Mr. Yttri, seconded by Ms. McNeal, to adjourn. All members voting aye.

The meeting adjourned at 10:30 a.m. Next meeting date: Thursday, June 10, 2010 at 8:30 a.m.

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Raymond Moser, Chairperson

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James Servais, Board Member

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Edward Martinez, Board Member

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Ole Yttri, Board Member

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Barbara McNeal, Board Member

